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SUMMARY REPORT ON THE ACTIVITIES

OF WORKING GROUPS OF THE

IAC AD-HOC SUB-COMMITTEE ON INFORMATION PROCESSING

FOR THE PERIOD JUNE 1957 THROUGH MARCH 1958

Various working groups of AHIP held a total of 44 meetings since the last annual report. It is through these working groups that AHIP has pursued its studies and investigations of the many facets of the information handling problem. The general mode of operation has been for AHIP to formulate the problem, organize a working group, approve its terms of reference, receive and act on its report and then dissolve the group as soon as its mission is accomplished.

During this reporting period, eight working groups were active in the following areas of concern to AHIP. Citations refer to the reports of the working groups completed in the present reporting period.

Common Intelligence Report Format

Equipment Research

Document Security Indications (WGDSI-R-1, 10 May 1957)

Area Classification Coding

Union List of Intelligence Serial Publications (WGULISP-R-1, 6 Dec. 1957)

IAC Inter-Library Relationships (SGILS-R-1, 27 Jan. 1958)

Intelligence Subject Code (WGISC-R-1, 27 Nov. 1957)

Citation of Document Enclosures (WGCDE-R-1, 11 Dec. 1957)

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Common Intelligence Report Format: Chairman, [   ], CIA

As estimated in the preceding annual report, prospects for IAC-wide standardization of document format were poor owing to long usage by the agency members of individualistic formats, index files and storage.

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equipment. As indications of changing climate, however, it was encouraging to note during this year that the members endorsed standardization of such format elements as security indication and enclosure citation; that two new document series established during 1957 employed the format developed by this Working Group during 1956-57; and that the ACSI/RCA study of Army's intelligence system was devoting attention to this aspect of information processing.

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Equipment Research: Acting Chairman, [ ] CIA

The Ad Hoc Committee on Information Processing and the IAC community suffered the loss of a valued colleague in the sudden death in January
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1958, of [ ] the chairman of this group.

AHIP is cooperating with the National Science Foundation on organizing a government-wide program for a central information and advisory service on federal government research and development activities in information processing. This program would complement the work of AHIP in this field. Bureau of Standards participation in both committees - intelligence and other Federal operations - is planned to increase cooperation and coordination among the specialized information retrieval systems.
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Document Security Indications: Chairman, [ ] CIA.

The final report of this Working Group was approved and the Group dissolved on 17 June 1957. AHIP accepted the recommendations of the report as a statement of standards and objectives in the field of security

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markings while recognizing that staff and procedural situations in the

member agencies preclude conformance to the proposed standards on any

rigid time schedule.

Area Classification Coding: Chairman, 25X1 _____ CIA

The Working Group submitted the code schedules of its proposed IAC

area classification scheme in August 1957. The Air Force adopted the

scheme for testing purposes for its Minicard operation _____ 25X1

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enjoyed the unqualified cooperation of the major IAC activities concerned

with area indexing and the results embody solutions to many area classifi-

cation problems identified in earlier schemes.

Union List of Intelligence Serial Publications: Chairman, 25X1 _____
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_____ CIA

The Working Group published the first edition of the Union List in

October 1957, and thereby provided the community for the first time with

a complete list of intelligence serial publications of foreign intelligence

interest produced at the headquarters of IAC agencies. The list is designed

to serve as (1) a reference guide for sources of information, and (2) a

check list for verifying publications requested on dissemination. As one

indication of its potential usefulness in supporting intelligence research

needs, the ABIP Standing Group on Inter-Library Relationships is now

employing it as a guide to making an inventory of holdings of these series

in IAC libraries.

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IAC Inter-Library Relationships: Chairman, [   ], CIA

This Standing Group began operating in 1957 as a clearing house for information on the resources of IAC libraries, procedures for providing research access to intelligence literature and the standardization of copy and release procedures. The Chairman reported an immediate and effective response among IAC libraries to this program for integration of service practices.

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Intelligence Subject Code: Chairman, [   ], CIA

In accordance with AHIP directives, representatives of this Working Group and a consultant in subject classification from the Library of Congress are engaged in a one-year project to revise CIA's Intelligence Subject Code. The revision is to take account of the ten years of experience with the Code in CIA and to provide expansions of its subject coverage in fields of particular concern to the Defense Agencies. The planning now underway at many points in the IAC for application of machines to information retrieval is particularly dependent on the successful development of a subject classification scheme.

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Citation of Document Enclosures, Chairman _____ CIA

One of the persistent problems before the documentation systems of the
IAC is the collection and dissemination of enclosures to State Department
reports and despatches, Air Attache reports, Naval Attache reports,
Army Attache reports and CIA reports. Analysts do not see full documentation
on any subject when the enclosure, which may be a book, document, periodical
article, confidential report, conference notes or reports, is not available
along with the report.

The AHIP took a preliminary step towards an orderly solution of the
problem by establishing in May a Working Group on Citation of Document
Enclosures. The Group submitted its final report and was dissolved in
December 1957. Its final report sets forth a comparison of current practices
among the IAC agencies regarding the citation of enclosures and recommends
standard practices for the handling of citation elements and their entry on
transmitting documents. Prospects for the adoption of the standards are
favorable and should yield improved analyst access to scarce enclosures
held by IAC libraries pending a broader solution to the problem of enclosure
supply.